
TEST INFORMATION GUIDE

This test information guide provides a summary of concepts that are tested on the multiple-choice examination for the Lock & Dam Tender job. This information can be reviewed in combination with the class specification and examination announcement to assist you in preparing for the examination.

I. SAFETY PRACTICES & PROCEDURES (10 Questions)

Due to the nature of this job, employees are often exposed to potentially hazardous situations. Therefore, it is necessary for employees in this position to be especially aware of safety practices that may be employed to prevent or decrease the possibility of injury. Test question topics include:

- Lifting heavy objects;
- Safe storage of flammable materials;
- Electrical safety;
- Explosion hazards;
- Protective clothing and equipment.

II. BASIC MECHANICAL APTITUDE (10 Questions)

Employees in this job must have mechanical comprehension skills in order to safely operate equipment and effectively perform job tasks. Test question topics include:

- Application of elementary physics principles to work situations;
- Function and operation of simple mechanical systems such as levers, screws, pulleys and gears.

III. INTERPERSONAL SKILLS (10 Questions)

A significant portion of an employee's job time is spent interacting with the general public while operating locks to enable pleasure craft to move up or down the river past a dam. It is essential that the employee in this job possess effective interpersonal relations skills. Test question topics in this section include:

- How to effectively respond to questions posed by the public;
- Methods one can use to promote a positive relationship with a supervisor;
- Techniques one can use to enhance working relationships with other staff and the public;
- Methods one can use to promote a favorable impression of the agency and state employees among the general public.

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IV. BASIC RECORD KEEPING SKILLS

(10 Questions)

In case accidents occur while on the job, employees in this position must be able to accurately complete basic accident reports describing the incidents. The questions in this section test your ability to complete simple, structured report forms. The question topics include:

- Choosing the correct definition of words commonly encountered in this job;
- Properly completing a report form using information obtained from job related scenarios.

V. KNOWLEDGE OF TOOLS & EQUIPMENT

(10 Questions)

Knowledge of the proper usage of various gasoline-powered, electric-powered and hand-powered tools is necessary for the successful performance of job duties in this position. Topics covered by the questions in this final section include:

- Two-cycle engine operation;
- Power mower operation and maintenance;
- Use of weed trimmers;
- Safe use of tractors;
- Outboard motor operation and maintenance;
- Boating safety equipment.